



# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

OCTOBER 6, A.D. 2015

**RESOLVED** BY THE CITY COUNCIL OF THE CITY OF DANBURY

**WHEREAS**, the Connecticut Trust for Historic Preservation has grant funds available to help cover the costs for preparation of a feasibility study which would enable the City to assess the condition of Octagon House structure and to provide schematic designs for its future rehabilitation. The City intends to apply for a grant through the Historic Preservation Technical Assistance Grants program to enable it to prepare said study and designs which are necessary for future rehabilitation of the Octagon House located on Spring Street; and

**WHEREAS**, the proposed amount of funding under the grant is \$20,000.00, with matching funds from the City, for a total project amount of \$40,000.00; and

**WHEREAS**, the grant funding will be used to help cover costs for the preparation of a feasibility study to assess the condition of the structure of the Octagon House and to provide schematic designs for its rehabilitation; and is part of a phased plan to rehabilitate the building, and to thereby support revitalization of critical inner city neighborhoods; and

**NOW THEREFORE, BE IT RESOLVED THAT** Mark D. Boughton, Mayor of the City of Danbury, is hereby authorized to sign any documents necessary to effectuate said grant, and to execute on behalf of the City of Danbury all required documents, and to take all actions necessary to effectuate the purposes thereof.



## CITY OF DANBURY

155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE  
DIRECTOR OF FINANCE

(203) 797-4652  
FAX: (203) 796-1526

### MEMORANDUM

TO: Mayor Mark D. Boughton via the City Council

FROM: David W. St. Hilaire, Director of Finance *gws*

DATE: September 24, 2015

### **CERTIFICATION**

SUBJECT: Certification of Funds – Historic Documents Reserve Funds

As per the attached request from Danbury Town Clerk, Joan Bielizna, I hereby certify the availability of funding in the Historic Documents Reserve account:

Account 002-2400.2604	Balance as of 9/24/15	\$ 305,772
	This Request	<u>-91,800</u>
	Available Balance	\$ 213,972

Funds will be transferred to the Town Clerks Office Equipment and Outside Services accounts for purchases to store historic materials and update the land record system.

Please contact me if you have any additional questions. Thank you.

DST/sk  
Attach.  
Cc: J. Bielizna



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**CITY OF DANBURY**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

**JOAN G. BIELIZNA**  
**TOWN CLERK**

**Tel.: (203) 797-4531**  
**Fax: (203) 796-808**

## Memorandum

To: Hon. Mark D. Boughton via the City Council

From: Joan G. Bielizna, Town Clerk *JGB*

Date: 22 September 2015

Re: Historical Document Reserve Account

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The Town Clerk's Office is requesting \$91,800 of funds to be appropriated from the Historic Document Reserve Account (002-2400.2604) to continue the backfile conversion project, to purchase additional land record shelves and mylar map cabinets which will protect the City's land records.

The detailed quote estimates are attached for your review, however the summary of the allocation is as follows:

- \$79,300 will be used for backfile conversion of Land Records Volumes 251-728, date range 29 November 1950-7 March 1985; for a total of 476 books, 384,135 pages. These land records will be scanned onsite by the vendor who will electronically capture images of the land records books specified above and import them for access via the "eSearch" feature in Cott's Resolution system. This will be a convenience for the public as well as the Town Clerk's Staff and other departments. Viewing of documents can be done at the computer versus actually going to the volumes. This will save on the wear and tear of the volumes. Also included is a 5-year combined index for the years 2009-2014.
- \$5,275 will be used for land records shelving.
- \$6,500 will be used for mylar map cabinets.

Any funds not spent on this project will be returned to the Historical Document Reserve Account for future use.

I would greatly appreciate your consideration of this project on the October 2015 Council agenda.

cc: David W. St. Hilaire, Director of Finance

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## Image Services Schedule

For Joan Bielizna, Town Clerk, Danbury, CT

Prepared on August 26, 2015

### Records representing Index to Land Records as follows:

Record Source: Onsite Scanning by Cott

Index Type	Date Range	Book Page Range	Number of Books	Number of Images	Page size	Loose Leaf or Bound
Land Records	11/29/1950 - 11/1/1963	251/1 to 397/650 *	146	89,991	10 x 13.75	Loose Leaf
	11/1/1963 - 5/22/1975	398/1 to 572/757 *	174	123,756	10 x 13.75	
	5/22/1975 - 3/1/1985	573/1 to 728/751	156	170,388	8.5 X 14	
Total				384,135		

\*Vol 251-442 are Photostats. Vol 398-442 are housed on shelves that will require utilizing a ladder.

\_\_\_\_\_ Customer initials here indicate that the estimated image count presented above is accurate.

### Backfile Conversion of Records

Cott Systems will provide the services to electronically capture and catalog images of the records specified above, import them for access via the "Search" feature in Cott's Resolution3 system, and create the necessary linkage to programmatically attach the images to the corresponding electronic index data. Unique features within the Resolution3 Search will allow users to search electronic index data and display associated images online.

### Project Management

To provide a smooth and seamless implementation of this project, Cott Systems will assign a team of industry professionals to your project. They will review and evaluate the project details gathered to date and determine the additional information needed to complete your project. As work progresses, the team will keep you informed of the status and timeline.

Once the images are prepared for importing, Cott will send the images to the Customer, and then contact the Customer shortly thereafter for Customer's assistance in making the media with the images assessable to your system. Cott will then remotely access your system to import and link the specified images. Upon completion, a report will be generated for the Customer to review; this report will provide the actual number of images imported and will identify any images with exceptions. It is Customer's responsibility to check the images with exceptions and determine what if any next step(s) should be taken.

## Image Services Schedule (continued)

### Assumptions and Requirements

- A supported version of Cott's **Resolution3** search application is currently installed and running.
- Source documents provided and utilized by the Customer are assumed to be of usable quality, are complete, and are numbered and presented in sequence.
- A Missing Page Report will be provided in the event missing pages are encountered.
- The import and link software program is for this project's use and shall expire upon completion of this project.
- The import process will not account for multiple instruments on one image where an instrument on the image continues to the next page (a different image).
  - Cott Systems is able to provide a solution for such situations by developing a different utility. This utility is subject to an additional fee. If customer is interested in this utility, customer should advise their Sales Representative.
- Cott is not responsible for the integrity of the index data nor is Cott responsible for correcting any anomalies with the index data.
  - Any anomalies in the indexed data that may prevent images from properly linking, will be flagged and reported to the customer in a log file during the import process.
- Cott will send a team on-site to the customer's location to gather images utilizing Cott's On-site Scanning Process. Customer books may be disassembled then re-assembled to obtain pages for scanning.
- Cott will track the Customer's media/Images from receipt to return.
- Cott will provide Quality Control for sequencing and naming of images to match the actual page numbers on the documents.
- Upon starting the project, updates will be given to the Customer until the project is completed.
- Customer will be responsible for providing 31 of additional disc space needed for software and images.

### Implementation Plan

Customer acknowledges that in order for Cott to carry out the following Implementation Plan, Customer is required to fulfill the responsibilities described below:

#### Phase I - Planning

Receipt of signed contract by Cott	Customer, Cott
Issue Invoice to Customer	Cott
Capture images as applicable	Cott, Customer
Evaluate images for quality and completeness as applicable	Cott, Customer
Catalogue and link images	Cott
Issue subsequent monthly invoices	Cott

#### Phase II - Implementation

Customer Base System analysis	Cott
Software and data prepared	Cott
Final project review	Cott

#### Phase III - Deployment

Installation of software and data	Cott
Oversee automated process through to project completion	Customer, Cott
Issue Invoice to Customer	Cott

## Image Services Schedule (continued)

### Fees

Major Project Steps	About the Project Steps
Scanning	Cott will assign team, review and complete scope of work details, capture images, track media.
Resync (naming images), Quality Control	Cott will review images for quality, rescan unacceptable images while onsite, name images, report missing images.
Import Service Post Import Support	Load images that have been quality controlled for retrieval.
Estimated Project Fee*	\$70,450

\* Estimated Project Fee is based on the initial estimated number of images, which was prepared based on information provided to Cott by Customer. If the actual number of images processed is less than the estimate, Customer will be invoiced for an aggregate amount that is less than the total specified herein. If the actual number of images processed is higher than the initial estimate, additional image charges will apply that will be the responsibility of the Customer. Cott will notify Customer of any additional charges.

Schedule of Payments	Invoice upon receipt of signed contract	\$35,225
	Balance due upon subsequent monthly invoices	\$35,225 *

\* Cott will issue subsequent invoice(s) until the project is complete. Invoice(s) will be issued to reflect the actual number of images processed by Cott for the previous month. Invoice(s) may also be issued for the actual number of images imported by Cott for the previous month. Cott will apply any applicable credit on your account from the initial down payment.

Invoices are due within thirty (30) days of issue.

# Image Services Schedule (continued)

Cott and Customer have executed this Schedule to be effective as of the date it is signed by Customer. Cott's Master Agreement for Products and Services also applies to the provision of services by Cott under this Schedule and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this Schedule will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

This Schedule may be executed and delivered in counterparts (including by facsimile or other electronic transmission such as in .pdf or other electronic delivery format, any such delivery, an "Electronic Delivery"), all of which shall be considered one and the same agreement. This Schedule, to the extent delivered by Electronic Delivery, shall be treated in all manner and respects as an original agreement and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person including for evidentiary purposes.

Master Agreement for Products and Services

7/10/2007  
(Date Signed)

Addendum for Image Services

6/3/2009  
(Date Signed)

Danbury, CT

(County, Parish, Town)

**COTT SYSTEMS, INC.**

**CUSTOMER**

Backfile

Deborah A. Ball  
(Signature)

8/26/2015  
(Date)

(Signature)

(Date)

Deborah A. Ball  
(Print Name)

(Print Name)

Chief Executive Officer  
(Print Title)

Rose Byrd  
(Attest)

(Print Title)

(Attest)

## PLEASE NOTE:

The pricing in this offer is valid through 2/26/2016. After this date, this offer will be priced at the then current rate and will be subject to current costs equal to +/- 10%



Customer acknowledgement also required on page 1.

Please digitally sign or print and sign original copy/copies for your records.

Once contract is signed, please email or fax the entire contract to Cott.

To: Cott Systems | ATTN Finance Dept | 1.866.540.1072 | [contracts@cottsystems.com](mailto:contracts@cottsystems.com)

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On Thu, Sep 17, 2015 at 3:06 PM, Saquida Greene <[sgreene@cottsystems.com](mailto:sgreene@cottsystems.com)> wrote:

Hello Jeffery,

Good Afternoon! I hope that this message finds you well.

This message is to follow-up on your request to Cott Systems for a quote on a 5-year combined index print from 2009-2014. Thank you for your interest in Cott Systems fulfilling your Printout Service needs. Cott will be honored to fulfill this request for your office!

Your printout project will also include the following: directly pages, tabs, binders, binder labels, as well as shipping. **The price for your 5-year combined index prints from 2009-2014, one for Grantor and one for Grantee will be \$8,800.**

I would like the opportunity to ready a proposal to present to your office, given the above referenced quote. Please confirm if I have your permission to proceed. Thank you, and I look forward to hearing from you!

Please do not hesitate to contact me, or your territory Account Executive Glen Nemeroff should you have questions in regards to this matter, or if we can be of further assistance in any way.

Kind Regards,  
~SaQuida

SaQuida Greene | Inside Account Executive  
Cott Systems, Inc. | 2800 Corporate Exchange Dr., Ste.300 | Columbus, OH 43231  
o) 800-234-2688 x116 | e) [sgreene@cottsystems.com](mailto:sgreene@cottsystems.com) | web) [www.cottsystems.com](http://www.cottsystems.com)





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5/20/15

Jeffrey Dunkerton  
Danbury City Hall  
155 Deer Hill Avenue  
Danbury, CT 06810

Dear Jeff,

Thanks for the continued support of Dupont Storage Systems and the time you spent with me reviewing your vault. We have completed the design with the added units and the special features you requested to meet the needs of storing your highly valued material. I am pleased to present the proposal for the system we discussed.

Below is the pricing detail using the Connecticut State Contract 12PSX0030:

New Land Record Area  
Land Shelving System Roller Style  
Shelving (2) units @ 36" L x 15" D x 76" H (12 openings)  
Shelving (1) unit @ 42" L x 15" D x 76" H (12 openings)  
Special magnetic roller system

Project Price: \$5,275.00

Color: Review Chart

Warranty: 5 years parts 1 year labor

Prices include equipment, freight, delivery and assembly. Work to be done during normal working hours.

We look forward to working with you on this project and servicing all your storage needs. Please contact me @ 203-206-1958 at any time.

Sincerely,

Ronald Keith  
Dupont Storage Systems